



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CHIEF, AIR POLLUTION CONTROL

Class No. 000957

■ CLASSIFICATION PURPOSE

To plan, supervise, and evaluate the Air Pollution Control Program; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Chief, Air Pollution Control is an unclassified management class allocated only to the Air Pollution Control District. Under administrative direction, incumbents in this class are responsible for planning, supervising, and evaluating the Air Pollution Control Program.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Supervises the Air Pollution Control Program.
2. Maintains a basin-wide air contaminant monitoring system.
3. Performs chemical laboratory analysis of emissions.
4. Makes special studies of the source, degree, and effect of industrial waste on air pollution.
5. Recommends remedial measures to prevent and control air pollution.
6. Consults with industrial, agricultural, civic, governmental, and professional groups on the prevention of air contaminants.
7. Studies and recommends rules and regulations for the control of pollutants entering the ambient air.
8. Directs enforcement program to carry out the rules and regulations adopted by the Air Pollution Control District.
9. Acts as a technical advisor to the Director.
10. Reviews plans and specifications of existing and proposed articles, machines, equipment, or contrivances and recommends approval, denial, or alterations.
11. Issues permits to operate or construct air pollution articles, machines, equipment, and contrivances based on technical review of applications.
12. Assists in the design, development, and calibration of air sampling equipment.
13. Supervises the air pollution chemical and analytical laboratory and performs laboratory procedures as necessary.
14. Forecasts meteorological conditions affecting air pollution emissions and makes recommendations on burning, fuel usage, and other regulated activities.
15. Coordinates activities of the County of San Diego Air Pollution Control District with the State Air Resources Board and the Federal Environmental Protection Agency.
16. Participates in State Air Monitoring network systems.
17. Implements State and Federal legislative enactments affecting local districts.

18. Trains, supervises, and evaluates employees.
19. Maintains records and inventories.
20. Prepares technical and administrative reports and correspondence.
21. Conducts industrial hygiene surveys of hazardous occupational environments and processes.
22. Recommends engineering controls to industry, agriculture, and government.
23. Prepares environmental impact statements on matters related to air pollution.
24. Prepares applications for Federal and State subventions and grants, and administers the terms and conditions of the awards.
25. Files progress reports as required.
26. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referrals.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Pollution control equipment for mobile and stationary sources.
- Evaluation methodologies, techniques, and procedures applicable to air pollution control.
- Federal and State regulations concerning air pollution control.
- Techniques and principles of communication to confer and deal effectively with engineers, industrial operators, public agencies, representatives of citizen groups, and the general public.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Prepare clear and concise technical and nontechnical reports, applications for federal and state proposals and grants, and environmental impact statements.
- Plan, direct, and review the work of subordinate staff.
- Establish and maintain effective working relationships with others.
- Analyze complex problems, evaluate alternatives, and make sound conclusions within legal and procedural constraints.
- Analyze, interpret, and apply pertinent provisions of governmental policies, mandates, or agreements.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient, and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in civil, mechanical, industrial, or a related engineering field, AND, five (5) years of experience in environmental health engineering with a strong emphasis in air pollution control work. One year of the required experience must have been in an official public health or air pollution control agency.

Note: A master's degree from an approved School of Public Health may substitute for one year of the required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, dominant hand use, repetitive hand use, simple grasping, and fine hand manipulation. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, climbing, kneeling, crawling, power grasping, pushing and pulling, reaching above and below shoulder level, and lifting and carrying objects weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens and other basic office equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: September 27, 2001

Reviewed: Spring 2003

Revised: May 17, 2004

Revised: June 8, 2004

Chief, Air Pollution Control (Class No. 000957)

Union Code: UM

Variable Entry: Y